

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual		
	<u>Chapter 5</u> Intake, Transfer, & Release		
5.04.009 Booking and Release of Convicted Sex and Kidnapping Offenders	Approved By:	Director Thompson	
	Effective Date:	January 14, 2003	
	This policy supercedes all prior polices and memoranda relating to this subject.		

Purpose

To outline the procedures unique to booking and releasing inmates who are convicted sex offenders.

Policy

It is the policy of this Department that the King County Sheriff's Office be notified when persons convicted of specific offenses are booked into or released from this Department.

References

RCW: 70.48.470, 9A.94A.030, 9A.44.130, and 9.94.127
ACA Standards: 3-ALDF-4G-07
DAJD Policies: 5.02.004, Booking Procedures
5.04.007, Release Procedures

Definitions

NCIC: National Crime Information Center.

Registered Sex Offender (RSO): A person required to register with a county Sheriff's Office as outlined in RCW 9A.44.130.

Sex and Kidnapping Offenses: As defined by statute, the following are those offenses to which this policy will apply:

1. Kidnapping 1,2,3
2. Rape 1,2,3
3. Rape of a Child 1,2,3
4. Communication with a Minor for Immoral Purposes
5. Child Molestation 1,2,3
6. Any felony found to have a sexual motivation under RCW 9.94.127
7. Any felony found to have been a criminal attempt, criminal solicitation or conspiracy under Chapter 9A.28 RCW

WACIC: Washington Crime Information Center.

Procedure

1. In addition to following Department policy *5.02.004, Booking Procedure*, the Booking Officer shall:
 - a. Run new bookings through WACIC/NCIC. A check will automatically be made by those programs for the current conviction status.

- b. If a registered sex/kidnap offender (RSO) record shows up on the screen, print the information.
 - c. Make a copy of the printout for the King County Sheriff's Office.
 - d. Place the original printout in the inmate's packet.
 - e. Place the Sheriff's copy of the printout in the basket marked "sex/kidnap offender reporting," located on the counter behind the booking area.
 - 1. All printouts will be faxed to the King County Sheriff's Office by a Booking Officer (3rd shift at the KCCF, 1st shift at the RJC). On days where there are no RSO printouts, a faxed notification will still be sent stating that there were no RSO bookings. (Major Myers/DR)
 - 2. Once faxed, all of the printouts will be collected into one packet, marked by date, and sent to the Records Office for filing.
 - 3. The ITR Sergeant shall be responsible for ensuring that this is done.
 - f. If WACIC/NCIC shows a valid and verifiable warrant for "failure to register as a sex/kidnap offender," follow all above directions and include a copy of the warrant in the sex/kidnap offender basket.
2. In addition to following Department policy *5.04.007, Release Procedure* for release to the public, the Release Officer shall:
- a. Ensure that the appropriate documentation was verified and filed with the King County Sheriff's Office, by checking for copies in the inmate's packet.
 - b. If not already done, complete the process of notification as outlined in section 1 above.